

# Operator's Lesson Plan

## Supervised Release File

### I. Introduction

When an inquiry is made on a wanted person, the data in the Supervised Release File will be searched as well as all other persons entered into NCIC 2000. The only file exempt from the search is the Unidentified Person File. An arrest cannot be made based solely on the information provided from the Supervised Released File. Additional information can be found in the Wanted Person File chapter.

### II. Objectives

Upon completion of the lesson, the user will be able to answer test questions for inquiring, entering, modifying, clearing and canceling a Supervised Release File record.

### III. Entry Criteria

1. Local, state, and federal supervision officers may enter records in NCIC 2000 for subjects who are put under specific restrictions during their probation, parole, or supervised release sentence following imprisonment. The court shall order as an explicit condition of a sentence of probation or supervised release "that the defendant not commit another local, state, or federal crime during the term of supervision"(Title 28, U.S.C., Sections 3563 and 3583). Among discretionary conditions that the court may impose are listed in the NCIC 2000 Operating Manual Section 1.1 Criteria for Entry.
2. Vehicle or license plate data may be entered providing the entering agency has reasonable grounds to believe that the subject of the record may be operating the vehicle or the vehicle bearing the license plate.
3. The general rule for the use of stolen/fraudulent (S/F) identifier fields is that they must be used whenever a Supervised Release is known to be using identification documents that are stolen/fraudulent.
4. If the Supervised Release is using a made-up name or numerical identifier for which it is not known whether identification documents (Social Security card, operator's license, etc.) exist, these identifiers should be entered in the appropriate base record or supplemental identifier fields, such as the DOB Field.
5. The base record NAM must be entered for each record. This field should contain the Supervised Release's true name regardless of whether it is the

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name contained on the documentation. For additional guidelines to enter S/F see Section 2 Wanted Persons NCIC 2000 Operating Manual.

## IV. Retention Period

1. Supervised Release File records have the same unlimited retention period as wanted person records. The agency is responsible for clearing a record when the terms of the probation or the parole have expired.

### A. Supervised Release Entry Format (EC/EC-C)

### Agency/Case Data

1. Caution
  - a. C – Caution, if caution indicator is needed.
2. Sentencing Court Identifier (SCI)
  - a. Required.
  - b. Must be nine characters.

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3. Original Offense Code (OOC)
  - a. This field must be a four character numeric code.  
This field is used to describe the offense prior to parole or probation status.
4. Start of Supervision (DDS)
  - a. Required.
  - b. MMDDYYYY.
5. Expiration of Probation (DPE)
  - a. Required.
  - b. MMDDYYYY.
6. Name of Supervising Officer (SON)
  - a. Required.
  - b. Enter a minimum of three and maximum of thirty characters. Ex: Doe, John D.
7. Telephone of Supervising Officer (SOT)
  - a. Required.
  - b. Enter the supervising officer's business telephone number:  
Ex: 555 555-1234.
8. Date of Release from Supervision (EDS)
  - a. Required.
  - b. MMDDYYYY.
9. Release Location (LOC)
  - a. Minimum of one and a maximum of fifty free text characters.
10. Date Probation or Release Revoked (DPR)
  - a. MMDDYYYY.
11. Date of Arrest (DOA)
  - a. MMDDYYYY.
12. Arresting Agency Identifier (ARI)
  - a. The nine (9) character ORI of the agency.
13. Reason Probation or Release Revoked (RPR)
  - a. Enter the reason probation or release is being revoked.

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14. Place of Incarceration (INC)
  - a. Enter a maximum of fifty free text characters which describe the place of incarceration for a Convicted Person.
15. ORI of Court Issuing Warrant (CRI)
  - a. The nine (9) character ORI of the agency.
16. Warrant Number (WNO)
  - a. Fifteen position alphanumeric field.
17. Caution Medical Conditions (CMC)
  - a. Must be a valid code NCIC Code.
  - b. Must be entered if MKE -C is used.

## B. Supplemental Data Format (EN/ECN)(EMN)(EGMN)(EXSN)

The screenshot displays the 'Omnibx Force' application window. The title bar reads 'Omnibx Force'. The menu bar includes 'File', 'Forms', 'Edit', 'Comm', 'Options', 'Tools', 'Windows', 'Links', and 'Help'. The toolbar contains icons for 'Transmit', 'Message Window', and 'Message Log'. The main window is titled 'ENTER SUPPLEMENTAL DATA (EN/ECN/EMN/EGMN/EXSN)'. It contains several sections for data entry:

- AGENCY/CASE DATA:** Includes 'Originating Agency Code (ORI)' with the value 'INISP00T0' and a 'Message Key' field.
- RECORD IDENTIFYING DATA:** Includes 'ID Number (ID#)' and 'Agency Case Number (OCA)'.
- SUPPLEMENTAL AGENCY/CASE DATA:** Includes 'Caution and Medical Conditions (CMC)' with three dropdown menus.
- SUPPLEMENTAL PERSON DATA:** Includes 'Alias Name (AKA)' (three lines), 'Date of Birth (DOB)' (two lines), 'Scars Marks and Tattoos (SMT)' (three lines), 'Social Security Number (SOC)' (two lines), 'Miscellaneous Number (MNU)' (three lines), 'License Number (OLN)' (two lines), 'State (OLS)' (two lines), and 'Year (OLY)' (two lines).
- SUPPLEMENTAL VEHICLE DATA:** Includes 'Vehicle ID Number (VIN)'.

At the bottom, there is a 'Command:' field and a status bar showing 'FOX-PRIM', 'T', 'DPS21', 'TRN21', 'LOG', '0 Message', and '9:47'. The Datamaxx logo and 'Leading Law Enforcement Technology' are in the bottom right corner.

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## Supplemental Person, Vehicle, and License Data

1. A maximum of 99 AKAs, 10 CMC's, 12 IMN's 9 DOBs, SMTs, MNU's, SOC's, OLN's, LICs, and VINs may be added to a Convicted Person on Supervised Release File record.

### V. Supplemental Fraudulent Data (ENS) (ECNS)

1. A supplemental stolen/fraudulent (S/F) identifier record may be appended to or removed from a base record only by the agency that entered the base record.

### C. Enter Fraudulent Data (ENS)(ECNS)

## Supplemental Person Data

1. A maximum of 99 Names, 9 DOBs, SOC's, MNU's, OLN's, OLS's, and OLS's may be added to a Convicted Person on Supervised Release File record.

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## E. Modify Convicted Person on Supervised Release (MC)

The screenshot shows the 'Omnixx Force' application window. The title bar includes standard Windows window controls. The menu bar contains: File, Forms, Edit, Comm, Options, Tools, Windows, Links, Help. The toolbar includes icons for Transmit, Message Window, and Message Log. The main window is titled 'ENTER FRAUDULENT DATA (ENS/ECNS)' and contains several data entry sections:

- User ID (UID)**: TRN21
- Password Field (PWD)**: [Empty]
- Entering Agency (ENT)**: [Empty]
- Requestor (RQR)**: [Empty]
- AGENCY/CASE DATA**:
  - Originating Agency Code (ORI)**: INISP00T0
  - Message Key**: [Empty]
- RECORD IDENTIFYING DATA**:
  - ID Number (IDX)**: [Empty]
  - Agency Case Number (OCA)**: [Empty]
- SUPPLEMENTAL PERSON DATA**:
  - Name (NM)**: [Empty]
  - Date of Birth (DOB)**: [Empty]
  - Social Security Number (SOC)**: [Empty]
  - Miscellaneous Number (MNU)**: [Empty]
  - License Number (OLN)**: [Empty]
  - State (OLS)**: [Empty]
  - Year (OLY)**: [Empty]

At the bottom, there is a 'Command:' field and a status bar. The status bar displays: FOX-PRIM, T, DPS21, TRN21, LOG, 0 Message, 9:52. The Datamaxx logo and 'Leading Law Enforcement Technology' are in the bottom right corner.